Parent Portal – Creating Single-Sign-On (SSO) Login Accounts

1.) To begin, go to www.csdeagles.com, and click on '**Login to PowerSchool**'. Click on 'PowerSchool for Parents / Students'

Powerschool for Parents | Students

To Create Parent/Guardian Account:

2.) You will see a new page called "Create Parent/Guardian Account - **Login page > Create Account**. This page allows you to create your own parent/guardian account.

PowerSchool

Parent Sign In

Username

Password

Having trouble signing in?

Sign In

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. Learn more.

Create Account

Click **Create Account**

3.) **The first section** on the page, "**Create Parent/Guardian Account**," is the information necessary to establish the new parent/guardian's account. All fields in this section are required, and include the following:

First Name, Last Name, Email (must be unique), desired username (must be unique), password (must be at least 6 characters, re-enter password.

1ˢᵗ Section   *** = required fields**

4.) **The second section** on the page, "Link Students to Account," requires that the information for at least one student be provided, and includes the following:

Fill in the Student Name, Access ID, Access Password, Relationship

5.) **The Access ID & the Access Password** will be provided to you in the letter or email. They are <u>case sensitive</u>; they must be exactly as indicated in the letter.

2ⁿᵈ Section

PowerSchool

Create Parent Account

First Name	Paul
Last Name	Smith
Email	psmith@gmail.com
Desired Username	psmith
Password	••••••••••••••• ████████ ░ **Strong**
Re-enter Password	•••••••••••••••

New password must:

•Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	Adrineh Avanesian	aavan1234	••••••••	Father, step ▾
2.	Arsineh Avanesian	aavan4321	••••••••	Father, step ▾
3.	Caroline Smith	csmith2345	••••••••	Father ▾
4.	Jonah Smith	jsmith4443	••••••••	Father ▾
5.	Marineh Smith	msmith1874	••••••••	Father ▾
6.	Vehanoosh Gahooh	vgahooh3321	••••••••	Father, foster ▾
7.				-- Choose ▾

Enter

Click **Enter**

6.) **Common data entry errors** include: failure to complete all fields, entering an email address or user name that is already associated with another account, or entering incorrect access IDs or passwords. **The ID's and passwords are case sensitive; please enter them exactly as indicated in the letter.** When a data entry error occurs, you will need to re-enter any information that was not entered correctly, and also re-enter any passwords for security reasons.

This is an example of what will appear if bad data is entered.

Create Parent Account

⚠ You must enter all required values

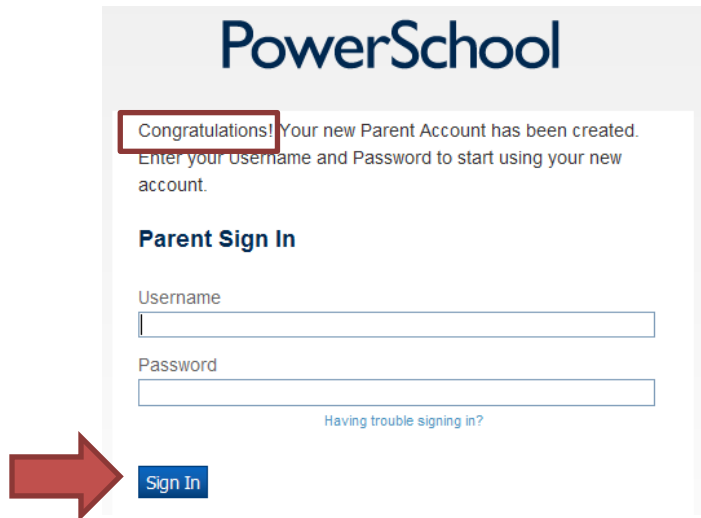|	
First Name	Paul
Last Name	Smith
Email	psmith@gmail.com
Desired Username	psmith
Password	
Re-enter Password	

New password must:

•Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

	Student Name	Access ID	Access Password	Relationship
1.	Adrineh Avanesian	aavab1234		Father, step
2.	Arsineh Avanesian	aavan4321		Father, step
3.	Caroline Smith	csmith2345		Father
4.	Jonah Smth	jsmith4443		Father
5.	Marineh Smith	msmith1874		Father
6.	Vehanoosh Gahooh	vgahooh3321		Father, foster
7.				-- Choose

Enter

4

Account Successfully Created!
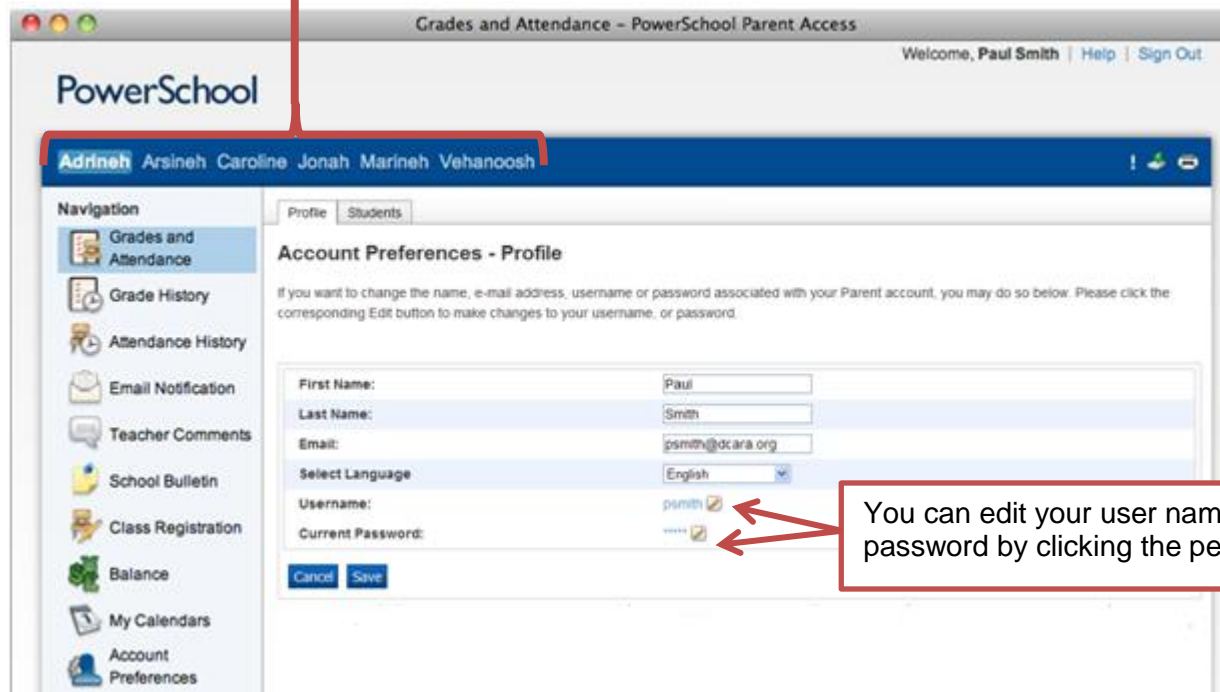
Enter your username and password, click **Sign In** to login.

Account Preferences

7.) "**Account Preferences**" is available and is accessible once you have logged in. This page will allow you to manage your account information, including your name, your username, your account password, and your email address. You can also add other children to your account, provided the access ID and access password for any child you wish to add that is currently enrolled. At this time, only Middle and High School parents and students have access to PowerSchool's Parent Portal.

8.) Parents/guardians may enter the information for up to seven students when initially establishing their account. If you need to add additional students they can do so after establishing the account by logging in and navigating to **Account Management > Students**.

Click the Students tab to add another child

Click

Profile | Students

Account Preferences - Students

To add a student to your Parent account, click the ADD button.

My Students	Add +
Adrineh Avanesian	
Adsineh Avanesian	
Caroline Smith	
Jonah Smith	

9.) Enter the required information for the next child.

Add Student   ✖

Student Name	Access ID	Access Password	Relationship
Barry Smith	bsmith6677	••••••••	Father

? | Cancel | Submit

10.) Once you click **Submit**, a tab will appear with he added child's name.
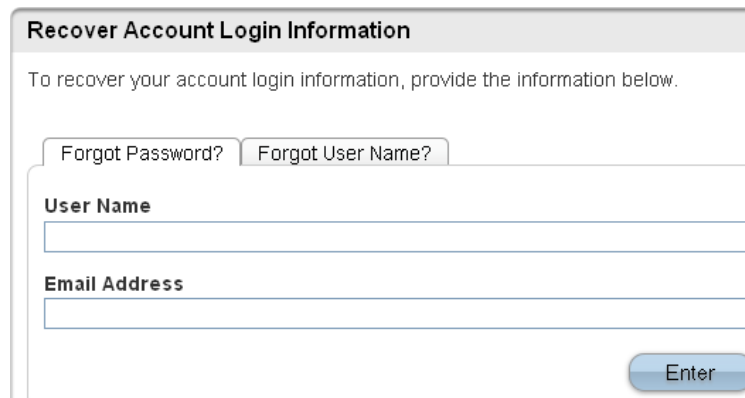
What if you forget your login information?

11.) On the login page click on Having Trouble Logging in?

Login

User Name

Password

Having trouble logging in?

Submit

12.) **If you forgot your Password:**
- Fill in your User Name
- Fill in your E-Mail Address
- Hit Enter

13.) The system will authenticate your information and send you a Security Token with instructions on how to re-set your Password to the E-Mail address listed.

14.) **It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to re-set the Password in that allotted time, you will need to repeat the process.**

15.) **If you forgot your User Name:**
- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Hit Enter

The system will authenticate your information and send you an E-Mail listing your User Name.

Thanks for using our system.